

PUBLICATIONS SUPERVISOR

DEFINITION:

Under general direction, to supervise the publication and distribution of Board of Supervisors' Agendas, Special District Statement of Proceedings, and a wide variety of printed materials; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is a one-position class found only in the Office of the Clerk of the Board. The Publications Supervisor differs from the next lower level class of Publications Technician in that the former is a first line supervisory class responsible for planning, supervising, and evaluating the work of subordinate staff performing high volume printing duties of varying difficulty and confidential in nature.

EXAMPLES OF DUTIES:

Plans, supervises, and evaluates the work of subordinate staff in the high volume printing and distribution of a wide variety of materials; sets priorities to ensure publication deadlines are met according to laws, policies, and procedures relating to the Board of Supervisors; trains subordinate staff; proofs, and prepares layouts of printed materials; operates equipment in the preparation of printed materials; maintains and makes minor repairs on printing equipment; reviews amendments to County codes, rules and manuals for proper content and updates these documents; prepares Board Agendas by collecting information and compiling, categorizing, and summarizing items; distributes documents to designated County offices; maintains records, reports, manuals and files; and orders and maintains publication supplies.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- Printing techniques to include preparation and set up of materials.
- Operation of printing equipment.

General Knowledge of:

- Principles and techniques of supervision and training.
- County organization and structure.
- Format and content of County codes, rules, and manuals.
- Safety practices related to printing equipment.
- Record keeping and inventory control techniques.
- Printing supplies and paper stock.
- Maintenance, troubleshooting and repairing techniques for the Xerox 9900 and related printing equipment.
- County agenda process.

Skills and Abilities to:

- Plan, supervise, and evaluate the work of subordinates.

- Set up and operate printing and related binding equipment to produce printed materials.
- Maintain and perform minor repairs on printing-related equipment.
- Prioritize and coordinate work to meet strict publication deadlines.
- Review printed material for accuracy and completeness.
- Establish and maintain effective working relationships with all levels of staff and outside agencies.
- Maintain records.

EDUCATION/EXPERIENCE:

Education, training and/or experience, which demonstrate possession of the knowledge and skills stated above. An example of such education/experience is: Three (3) years of progressively responsible experience in a high volume reproduction environment, operating a equipment producing a wide variety of printed materials. Experience must include operating various types of binding equipment and preparation, proofing and setting-up of material to be printed.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License:

A valid California Class C driver's license is required at time of appointment and must be maintained throughout employment in this class, or the ability to arrange necessary transportation for field travel.

Working Conditions:

Continuous exposure to noise and hazardous equipment. Must be able to lift up to 50 pounds, and occasionally 60 pounds.